

 Apple Professional Development   
Workshop Agenda

## Welcome / Introductions

- Facilitator provides a little background that would be of interest to the students.
- Talk about what they will be doing in the session.

### 1. Classroom Management

- a. Introduction to the Cart
  - i. Removing computers carefully, being careful to tuck the cord back into the shelf.
  - ii. Walk with two hands on the computer.
  - iii. Set it gently on the desk.
  - iv. Keep it closed and wait until everyone has their own computer.
- b. Introduction to the iBook
  - i. Begin presentation going through the sections on the iBook parts.
    1. Show them the various ports on either side.
    2. Have them open it up, point out the sound keys.
    3. Eject button.
    4. Microphone.
    5. Talk about the wireless card and how it's installed under the keyboard.
    6. Antenna is wired into the edges of the monitor.
    7. Point out the speakers.
    8. Ask if there's anyone who hasn't used a track pad. (Suggest not using their thumbs to click. Take the time to use two index fingers or switch back and forth with one index finger. This will avoid "Blackberry Thumb Syndrome")!
    9. Power up the machines.
    10. Log in as Student (no password).
- c. Cart Best Practices: Proper Care of the iBook - "Not a Toy, Expensive Tool"
  - i. Show video here that was done by MS students in NYC about proper care of their iBooks.
  - ii. See how many best practices they can remember after watching the video. (They're very eager to raise their hands, check off the ones they remember).
    1. Only use a laptop with adult supervision.
    2. No food, drinks, snacks near the computer.
    3. Remove the computer carefully and gently from the cart.
    4. Always make sure your hands are clean.
    5. Handle the computer with two hands.
    6. When passing to another student wait to hear the student say, "I've got it" before letting go.
    7. Place the computer on the table gently.

8. Keep the computer away from the edge of a desk or table.
9. Always walk with the computer in a closed position.
10. Close the computer very carefully. The screen is the most fragile part of the machine.

## 2. The Desktop

- a. Point out the Menu Bar.
- b. Point out the Dock.
- c. Have them open the Hard Drive.

## 3. The Hard Drive

- a. Walk through the features of the window.
  - i. Point out the two main sections of the window. Mention that the side column is called the sidebar. They'll hear that term used a lot.
  - ii. Buttons to close, minimize and resize.
  - iii. Go through the View buttons
    1. Icon
    2. List
    3. Column
      - a. Select HD / Applications: Discuss that all programs are installed in the Applications folder.
      - b. Direct them to select Chess and open the program.
      - c. Plan to close quickly. (Students who play chess do better in math and ultimately better in school).
  - iv. Point out the button that toggles the sidebar and buttons on and off.
  - v. Show how to resize a window and move it to a different location.
  - vi. Use the search window to find the calculator. Have them type in "CALC". Choose the first calculator in the list.
    1. Show them how to switch to different calculators by clicking the GREEN button.
      - a. Show basic.
      - b. Scientific.
      - c. Programming.
      - d. Paper Tape (View menu / Show Paper tape.)
  - vii. Search for the Dictionary (use the first one, it's the application in the Hard Drive).
    1. Look up several words
    2. Double clicking on a word defines it
    3. Read the word and the definition using services. (Dictionary / Services / Speech / Start Speaking Text. Make sure they remember the mute button so you can regain control - F3.
    4. Point out that the dictionary is also a thesaurus. Ask them if their teachers ever tell them they need to use a wider variety of descriptive words. Point out that this will be a tremendous help for writing papers.

#### 4. The Dock

- a. Show how to make changes to the dock from the Apple Menu.
- b. Open up Dock Preferences. Go through each one.
- c. Dashboard
  - i. They have 4 widgets installed on their image.
  - ii. Show them how to change the location of the weather widget
  - iii. Widget Dock: Click the + symbol to add some other widgets.
  - iv. If you have time at the end, you can have them add a new Widget It DOES work on their image.
- d. File Management.
  - i. File Organization: Create folder in the documents folder.
    1. Ask the teacher what subject folders they would like us to create.
    2. Ask about specific sub-folders for a subject folder.
    3. Show students how to control click to create a new folder.
    4. Show how to name it.
    5. Show how to edit or name it, if they lose the highlighting.
  - ii. Open Word, select Notebook document.
    1. Change tabs, customize it to an assignment they are doing in class, ex. Science Fair.
      - a. Type in Project Name, Your Name and Date
      - b. Change (3) Tabs to a subject name
      - c. Try to work in key commands throughout this section if possible:
        - i. Apple / A
        - ii. Apple / S
        - iii. Apple / Q
        - iv. Apple / Z
        - v. Apple / P
    2. Save to the subject folder.
    3. Point out iT / iL programs:
      - a. Excel, PowerPoint
      - b. Math curriculum - (Impact Math)
      - c. Open iPhoto, **do the upgrade before the next section.**
    4. Select Project Gallery, chose Word document.
      - a. Type in "How do feel about having laptops to use everyday in school? How will having the computer affect the way you learn?"
      - b. Continue to work in key commands throughout this section if possible:
        - i. Apple / A
        - ii. Apple / S
        - iii. Apple / Q

- iv. Apple / Z
  - c. Save to the subject folder.
- 5. Printing:
  - a. Published work only, ask teacher for permission.
  - b. Talk about Printing Best Practices.
- e. Surfing with Safari
  - i. Add bookmarks / search for pics 4 learning in the search window.
  - ii. Add this URL to their Bookmarks Bar.
  - iii. Direct them into the Animals link. Have them quickly choose an animal.
  - iv. Click on a thumbnail to enlarge it.
  - v. Control click on the image / Select, Add image to iPhoto library.
  - vi. This opens iPhoto. Have them minimize that.
  - vii. Back in Safari, hit the back button, choose another image. Repeat the process.
  - viii. Have them collect at least three-four images.
- f. Open iPhoto (iLife 06)
  - i. Show how to edit. (cropping, red eye)
  - ii. Create an album, name it
  - iii. Drag images to the album.
  - iv. Make slide show very quickly by hitting the play button.
  - v. It plays canned music.
  - vi. Point out the book feature to the teacher. Advise her to play with it and create a simple activity for the kids.
- g. World Book (2005 is installed on the NYCDOE image)
  - i. Search for a topic the students will be or are studying. (Ask the teacher)
  - ii. Pull up an article on the topic.
  - iii. Click the Media Center Button along the top to see whether there are images or video on the subject.
  - iv. Pull up the sticky notes. (Show students how it immediately titles the note based on the research topic).

## 5. Pack up

- a. Have the teacher direct them in how he or she would like to see them return the computers to the cart. (No more than five students at a time).